

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
August 19, 2021

The DDRB Office was closed to the public and there was no physical public at the Board meeting. The public was able to access the meeting through the video conference link and conference call numbers provided on the agenda. The agenda was posted to the DDRB website in accordance with Missouri Sunshine Laws.

This Board meeting is considered an emergency Board meeting as outlined in the DDRB By-Laws. The nature of the emergency is the COVID-19 pandemic.

"In the event of an emergency, as defined in this section, where a quorum is not available to physically attend a regular or special meeting of the board, one or more board members may attend a meeting by video conference, telephone or comparable electronic communication, provided that the communication is audible to all attendees at the meeting and at least two members are physically present at the meeting. "Emergency" is defined as an unexpected occurrence or combination of circumstances calling for immediate action to prevent or mitigate loss or damage to persons or property, or essential public services, where the factual situation is such that there is actually a crisis or emergency which requires immediate action for the preservation of the public peace, property, health, safety or morals, or any ordinance fixing any tax rate or assessment. The attendance of any board member by telephone or electronic communication under such circumstances shall be counted toward the presence of a quorum, and any voted cast shall be counted as if the member were present. The nature of the emergency justifying the departure from the normal requirements shall be stated in the minutes." (DDRB By-Laws – Section 5.9)

Bryon Hale, DDRB President, called the meeting to order at 7:00 p.m. with a moment of silent reflection.

Attendance of members present physically and via electronic communication was taken.

Members Physically Present:

Bryon Hale, Mike Mahoney and Sue Sharp

Members Present via Electronic Communication:

Dan Dozier and Angie Rhodes

Members Absent:

Joe Barton, Missy Fallert, Todd Gentry and Connie Tan

Mission Moment:

Tom Bay, Chief Program Officer of Willows Way, introduced Melodee Benton and Stephanie a Willows Way program(s) participant since 2008. Stephanie shared her experiences with Willows Way programs with the Board. Stephanie uses Willows Way ISLA services to assist with doctor appointments and other tasks as needed. Stephanie has also gained independence by her long-time employment at Penn Station. She has worked there for approximately eight years and during that time has gone from a crew member to opening/prep manager. Recently, Stephanie was offered a shift manager position. She has not decided whether she should accept the promotion but is seriously considering it. Stephanie expressed how much she enjoyed working for Penn Station because it feels like a family there and the managers really care about the employees.

Public Comments and Announcements:

None

Minutes of Board Meeting:

Sue Sharp motioned to accept the July 15, 2021 Board meeting minutes as presented. Mike Mahoney seconded the motion. A roll call of members present taken: Dan Dozier, yes; Bryon Hale, yes; Mike Mahoney, yes; Angie Rhodes, yes; Sue Sharp, yes. Motion passed unanimously.

Finance Director's Report:

John Thaelke's July 2021 & FY2021 4th Quarter Financial Reports included the following:

June 2021 Draft Financials:

June financials include all major revenue expected to be received and agency invoices. They are still in draft form as a few audit adjustments are yet to be made as some of the information is not available until the end of August.

In June the DDRB recognized \$872,000 of deferred revenue (from April – June of 2020) for Case Management Billing these billings were delayed due to the ransomware attack. June was also a strong month of TCM billing. The major variance is the result of the deferred revenue not being able to be recorded in FY2020, \$325,000 of insurance and Cares Act funding and stronger TCM billings in FY2021. Agency expenses decreased slightly from the prior year due to a full year of COVID while DDRB operations increased due to added case management staff.

July 2021

Revenue:

- **Taxes:** July and August tax revenue accrue to FY21.
- **Case Management Billing:** Billings are recorded one month in arrears.

OPERATING EXPENSES:

- **Expenses:** Agency Operations now includes DMH funding and Capital/One Time funding. DDRB Operations is split into Program, Administration, and Case Management to reflect changes made in the FY2020 audit.
- **Agency Operations:** Agencies billings are also recorded one month in arrears. The expenses are for DDRB Community Programs.
- **DDRB Operations:** Expenses appear low when compared to June 2021. This is because the DDRB payroll is paid two weeks in arrears which resulted in 3 plus payrolls in June and only 1 plus payrolls in July.

Mike Mahoney motioned to accept the July 2021 & FY2021 4th Quarter Finance Reports as presented. Sue Sharp seconded the motion. A roll call of members present was taken: Dan Dozier, yes; Bryon Hale, yes; Mike Mahoney, yes; Angie Rhodes, yes; Sue Sharp, yes. Motion passed unanimously.

Executive Director Report

Peg Capo's Executive Director Report included the following:

COVID-19/Re-Engagement Update

St. Charles County and virtually the entire state of Missouri is experiencing a high rate of COVID-19 transmission. As a result, the Department of Mental Health has extended the Targeted Case Management Remote only service guidelines until at least September 30, 2021. Case managers are still required to

conduct some face-to-face visits due to Medicaid regulations but are advised to do so with great care regarding safety (masking, social distancing, outdoor locations, etc.).

The DDRB office opening, tentatively planned for September 7, is also under review as we closely monitor Center of Disease Control data for the county. As of today, the high transmission continues, and we will not open the office to the public until transmission rates fall. DDRB staff continue to have access to the office and are required to wear masks in public spaces, regardless of vaccination status. The DDRB Telecommuting Policy has been released to staff and will be effective when the office officially re-opens to the public. The policy and agreement were included with the meeting resources.

Board Meetings will be decided on a month-to-month basis moving forward but be assured that the health and safety of the DDRB Board, staff and loved ones will be the primary focus.

St. Charles County PPE Support

St. Charles County has again contributed PPE to our agencies. A shipment was just received of PPE from the county (masks, gowns, gloves, sanitizers) to support DD agencies in St. Charles County. They have also indicated that they will continue to work with us to deliver more supplies, as needed. We are truly fortunate to have a county that directly considers and supports the needs of our providers to deliver services safely.

DSP Update

Partner agencies continue to experience extreme staffing shortages even with increased starting wages. They are focused on keeping customers and staff safe. Options for DDRB support continue to be explored and are recommendations are hoped to be made soon.

Case Management Director Report

Robyn Peyton's Case Management Director's Report, included the following:

- The case management program is currently serving 1,301 customers. The past few months we have experienced a few more customer deaths than typical. In addition, until staff is hired and have started, start dates will be extended.
- Two case managers have submitted their resignations since last report. Santana Figueroa will be leaving to pursue a new career opportunity. Her last day is August 13. Michaela Dove is leaving due to relocation. Her last day is September 3. The recruitment and hiring process has become a lot more challenging the past few months. The pool of candidates has shrunk and job opportunities in the field of human services have increased. As a result of COVID, many employers are beginning to offer remote work environments. Vicki and Robyn continue to collaborate on ways to increase the candidate pool.
- Robyn announced there are three new case managers starting on August 23. Keegan Callow, Jack Milford and Sarah Steward will join the case management team.
- Vicki completes an onboarding survey with all new employees to gain feedback on our orientation process. Even in a remote environment, survey results were outstanding. New staff report they felt welcomed, and co-workers were very helpful. Of special note was the support mentors provided. They also report that they felt the orientation process provided the support and information needed to perform their jobs successfully.
- The Case Management Program's annual Service Delivery and Improvement Plan report will be presented in September instead of August as previously reported. Both customer and provider

satisfaction survey results are still trickling in so in an effort to increase response rate and data, Robyn will present results next month.

Committee Reports:

- **Finance Committee** – John Thielke gave a summary of the meeting that took place directly before the Board meeting.
- **Program Committee** – Keri Riley gave a summary of the August 5, 2021 Program Committee meeting.

Gateway Coalition Report

Suzanne Yardley, Gateway Coalition President, gave the following report:

Presentation/Discussion Topic: MO ABLE presentation facilitated by St. Louis Arc

Reports

1. Legislative Committee:
 - Over the next few months, the committee will work to establish priorities. Once drafted the committee will bring them to the full membership for a vote.
 - The committee will have several events with legislators throughout the year including round table meetings, as well as a legislative day at the Capitol. Session runs from January to May. There will be opportunities for engagement should anyone wish to be more involved.
 - The committee continues to work directly with our Lobbyist Bill Gamble.
2. Activities Committee:
 - As this is a new committee it is looking for new committee members. The Committee will organize all informational, training and recognition activities for the benefit of the Coalition.
 - Over the next three membership meetings, the presentations will be service provision focused and agencies will be invited to share their elevator speech so the membership can learn more about each member agency and the services they provide. September's topic will be ISLA supports, October will be Employment, and November will be Community Connections.
3. Governance Committee:
 - As this is a new committee it is are looking for new committee members. The Committee will help new members get involved, do surveys, manage membership, etc.

New Business

1. FY2022 Budget was approved.
2. Coalition logo design was chosen by membership. A professional graphic design service is being utilized and includes ownership of the source file as well as high resolution images of our logo, the vector file, and stationery designs. This will ensure a professional appearance for internet presence, social media platforms and communications.
3. Membership agreed with the Board of Directors recommendation to delay the DSP Awards Ceremony until the spring with hopes to safely meet indoors. Some members shared that they too agree that a virtual event takes away the excitement, and that waiting to have the event in person will be better.

Next membership meeting: September 2, 8:30am

Old Business

1. Easterseals Midwest – STEP FY2021 Carryover Total

At the June 17, 2021 Board Meeting the Board approved a carryover request for Easterseals Midwest's STEP Project. At the time the final total for carry over needed was unknown. The total carry over needed is \$141,535.22.

Sue Sharp motioned to approve Easterseals Midwest – STEP FY2021 Carryover Total \$141,535.22 as presented and amend the FY2022 Budget. Mike Mahoney seconded the motion. A roll call of members present was taken: Dan Dozier, yes; Bryon Hale, yes; Mike Mahoney, yes; Angie Rhodes, yes; Sue Sharp, yes. Mike Mahoney seconded the motion. Motion passed unanimously.

New Business

1. New Website

Karen Craven reviewed new layout of the DDRB website. The new layout can be viewed at www.ddrb.org.

No motion needed.

2. FY2021 Emergency Housing & Assistance Program Annual Report

Karen Craven reviewed the FY2021 Emergency Housing & Assistance Program Annual Report.

Dan Dozier motioned to approve the FY2021 Emergency Housing & Assistance Program Annual Report as presented. Mike Mahoney seconded the motion. A roll call of members present was taken: Dan Dozier, yes; Bryon Hale, yes; Mike Mahoney, yes; Angie Rhodes, yes; Sue Sharp, yes. Motion passed unanimously.

3. Epworth Children & Family Services

a. FY2021 Carryover Request

Epworth Children & Family Services is requesting carryover for FY2021 to cover two individuals who had not yet been deemed eligible by the end of the fiscal year. The request is for \$2,829.90 for services that were provided. Epworth was a new agency with a new project in FY2021. The project started mid fiscal year. The project serves a critical need of preventing abuse and/or neglect.

Sue Sharp motioned to approve Epworth Children & Family Services' FY2021 Carryover Request for up to \$2,829.90 as presented and amend the FY2022 Budget. Mike Mahoney seconded the motion. Motion passed unanimously. A roll call of members present was taken: Dan Dozier, yes; Bryon Hale, yes; Mike Mahoney, yes; Angie Rhodes, yes; Sue Sharp, yes. Motion passed unanimously.

b. FY2022 Condition of Funding Request

Staff is requesting to add a contractual condition of funding to strengthen the service, due to the critical and emergency nature of the service. Staff is requesting a condition of funding be added to the contract that states:

"Individuals not yet DMH eligible must be referred to FACT for an eligibility screening. If, based on the screening, FACT determines submitting a DMH application is appropriate, the individual/family will be advised to complete a DMH application with FACT's support. Once FACT verifies an application is submitted to DMH, Epworth can begin providing and billing for that individual's services."

Mike Mahoney motioned to approve Epworth Children & Family Services' FY2022 Condition of Funding as presented. Sue Sharp seconded the motion. Motion passed unanimously. A roll call of members present was taken: Dan Dozier, yes; Bryon Hale, yes; Mike Mahoney, yes; Angie Rhodes, yes; Sue Sharp, yes. Motion passed unanimously.

4. FY2021 Strategic Plan Report

The FY2021 Strategic Plan Final Report was presented. The report is available to the public on the DDRB website, www.ddrb.org.

Mike Mahoney motioned to approve the FY2021 Strategic Plan Final Report as presented. Sue Sharp seconded the motion. A roll call of members present was taken: Dan Dozier, yes; Bryon Hale, yes; Mike Mahoney, yes; Angie Rhodes, yes; Sue Sharp, yes. Motion passed unanimously.

5. FY2022 Draft Strategic Plan

The Draft FY2022 Strategic Plan was presented. The Plan will be reviewed again in committees. The Board requested getting feedback from agencies and/or partners. The plan will be brought forward for approval on September 16, 2021.

No motion needed.

Adjournment

Sue Sharp motioned to adjourn. Mike Mahoney seconded the motion. Motion passed unanimously. A roll call of members present was taken: Dan Dozier, yes; Bryon Hale, yes; Mike Mahoney, yes; Angie Rhodes, yes; Sue Sharp, yes. Motion passed unanimously.

Respectfully Submitted: *Nikki Rogers*